

Concept Paper Template

(1-2 pages)

A concept paper may include some or all of the following sections, depending upon how developed the research idea and whether or not the concept paper is being developed in response to a specific funding opportunity. Concept papers should sell the idea to potential funding sponsors and/or collaborators. Consider using a compelling title, graphics and/or data to illustrate key points.

Title

Introduction: In 2-3 sentences, provide a brief overview of the project, an explanation of how it aligns with the funding agency's mission, and why the research question needs to be addressed.

Purpose: If applicable, describe the funding mechanism you believe is a strong match for the project.

Project Description: Describe the "who, what, and when" - i.e. what tasks will be undertaken, who will lead those tasks, and when the work will be accomplished. The project description can be broken down into 3 sections:

Problem & Significance: Explain why you think, based on a review of the literature, that the topic needs study and why it is important to the field.

Approach/Methodology: Specify what hypotheses you will test and what model will guide your hypotheses. Explain what is new in your approach, why it is important to be done, and how it is unique. Include mention of any resources, collaborators, target populations, preliminary data, etc. that are available to the project.

Impacts & Outcomes: Describe the project's expected outcomes, which may include impacts on the scientific field, societal benefits, health impacts, economic impacts, etc.

- Project Team:** Identify key collaborators and their sponsoring institution. Identify stakeholders for which significant cooperation will be needed to implement the proposed project. If applicable, indicate which stakeholders are willing to provide a written commitment of support for the project.
- Budget/Timeline:** If appropriate for the chosen audience, indicate what you anticipate the project will cost and how long it will take to complete.
- Contact Info.:** Provide contact information for the lead investigator.